

## Appeal Procedure - Academic Dismissal

*Process and steps to filing an appeal for academic reinstatement.*

**Applies to:** All students

**Contact:** University Registrar

**Approved on:** Unknown

**Review cycle:** As needed

If you believe your academic dismissal occurred under extraordinary circumstances, you may file an appeal for academic reinstatement. **This appeal must be filed no later than the fourth day of classes of the semester immediately following the one in which you were dismissed.**

**This appeal is not for reinstatement of your financial aid.**

### Steps to File an Appeal

1. Appeals may not be filed until all registration holds have been cleared. Registration holds appear in the "Holds" section of your message center in MyRed.
2. Meet with a college academic advisor to begin the appeal process. This individual will assist you in developing an academic plan and in completing the Appeal for Academic Reinstatement form.
3. Write a narrative of your extraordinary circumstances and explain why you have not been as academically successful as you anticipated. This statement should:
  - a. be typed and no longer than one page in length
  - b. address your efforts with past academic recovery plans
  - c. include a clear plan for achieving academic improvement
4. Obtain documentation, if applicable, which verifies statements made in your written narrative.
  - a. For example, if you were under the care of a medical professional during the semesters in question, provide documentation of this care including dates of service. If you have information that is particularly sensitive or confidential, you may attach it to your appeal in a sealed envelope. All verification documents will be destroyed as soon as the appeal process has been completed.
  - b. If you believe you have a disability that impacted your academic performance, contact Services for Students with Disabilities (SSD), 132 Canfield, (402)472-3787, to discuss the necessary documentation that will allow SSD to review with you the impact your disability had on your academic performance.
5. Submit your written narrative and any verification documentation to the advisor you worked with (or designee) to complete your Appeal for Academic Reinstatement form by the deadline the advisor provides. Your advisor/college will submit your appeal packet for review by members of the Academic Standards Committee. Appeals must be submitted by the colleges by 5pm the day before they are heard.
6. Ask the advisor you are working with how and when you will learn of the appeal results.

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### After the Appeal Results

#### Approved Appeal

If your appeal is approved, register for the courses you selected with your advisor and are written on your Appeal for Academic Reinstatement form. If you have difficulty registering for these classes, contact your advisor. You will have one semester to earn BOTH a semester and cumulative GPA of 2.0 and thus be removed from academic probation. If this does not happen, you will be dismissed. If seeking financial aid, please contact the Office of Scholarships and Financial Aid for eligibility status.

#### Denied Appeal

If your appeal is denied, you will be unable to enroll at UNL for at least two consecutive semesters (the four summer sessions count as one semester). We highly encourage you to meet with your academic advisor to discuss your plans during your time away from UNL. If there are extenuating circumstances in which additional information or substantial documentation have become available since your first dismissal appeal, you may file an additional level of appeal to the Office of the Senior Vice Chancellor for Academic Affairs.<sup>1</sup> Submit your written statement and any additional verification documentation directly to 127 Love Library South. The decision of the Office of the Senior Vice Chancellor for Academic Affairs is final. Appeals will not be accepted after the fifth day of classes.

*Note: If your appeal encompasses acts of misconduct, which by their nature may constitute a violation of the Student Code of Conduct and/or criminal law, the information will be forwarded to the appropriate university office for possible action.*

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<sup>1</sup> Cases involving students from the College of Agricultural Sciences and Natural Resources (CASNR) will be reviewed by the Office of the IANR Vice Chancellor. Submit your written statement and any additional verification documentation directly to 103 Agricultural Hall. The decision of the Office of the IANR Vice Chancellor is final. Appeals will not be accepted after the fifth day of classes.